BUSINESS OBJECTS QUERIES UTILIZED TO IDENTIFY MEPRS DISCREPANCIES

Three Business Objects queries utilized to identify MEPRS Discrepancies are now available on the EAS IV Repository. These queries are named: "Wkld - Amb", Wkld - Inp, and Wkld - Anc. Each of these queries identifies workload with zero or less expenses, zero workload with expenses greater than $500 or less than $0, and workload with zero FTEs.

Use the following steps to access the EAS IV Repository standard reports mentioned above.

1. Within the EAS IV Repository, select the "**File**" menu option, then select "**Retrieve From**", and then select "**Corporate Documents**".
2. Select any one of the EAS IV Repository standard reports mentioned above and click the "**Retrieve**" button or double-click on the desired file name.
3. When the 'Import was successful' message appears click "**OK"**. The document will appear with no data.
4. Click the data refresh button; or from the menu options select "**Data**" and then select "**Refresh Data**".
5. In the Enter or Select Values box, enter values appropriate to the site.
6. Click **OK**.
7. Report is generated.
8. IMPORTANT:

Once the report has been refreshed, there are data filters that must be removed and re-applied. This is necessary to ensure all values are considered with the filters applied. The data elements with filters are the workload values and the expense values. The filters can be identified, removed, and reapplied utilizing the Slice and Dice feature in Business Objects.

Each of the queries contain reports for workload with zero expenses, zero workload with expenses greater than $500 or less than $0, and workload with zero FTEs.

a. The **Workload with Zero expenses** report contains filters on the workload data element and the expense data element. The workload data element filter identifies all values except "0" (zero) or "Empty". The expense data element filter identifies all values equal to or less than zero.

b. The **Zero Workload with Expenses Greater than $500 or less than $0** reports contains filters on the workload data element and the expense element. The workload data element filter identifies all values equal to "0" (zero) or "Empty". The expense data element filter identifies values greater than $500 or less than $0.

c. The **Workload with zero Available FTEs** report contains filters on the workload data element and the expense element. The workload data element filter identifies all values except "0" (zero) or "Empty". The Available FTE data element filter identifies values equal to or less than zero.

To Save the document, consult the *EAS IV Repository Functional Users Guide*, Unit 3, Saving a Document.

To generate the report for another allocation run, complete the following steps:
1. Within the EAS IV Repository, select the File menu option and then select Open.
2. From the User Docs folder, select the report to be generated.
3. Click Open. The document will contain the last data generated if the previously generated report was saved.
4. Click the data refresh button or from the menu options select Data and then select Refresh Data.
5. In the Enter or Select Values box, enter values appropriate to the site. Note if the previously generated report was not saved, the value fields will not be populated. If the previously generated report was saved, the value fields will be populated. In the latter case, change the values to the appropriate fiscal year and parent DMIS ID of data you wish to retrieve.
6. Click OK.
7. Report is generated.

The EAS IV Repository reports are designed to assist the EAS IV user in validating the contents of the repository and to promote awareness of the EAS IV Repository functionality. The help desk does not support them, as they are not required for operating the EAS IV Repository.